COVER SHEET FOR TRAVEL EXPENSES

Submitted to NCA's Branded Program

Program Year:_____

Company:_____

Name of Traveler:_____

Tradeshow:_____

City Where Show Took Place:_____

Dates of Tradeshow:_____

Federal Per Diem Rates for City in Which Show Took Place *(please attach printout)*

(rates found here: https://aoprals.state.gov/web920/per_diem.asp)

Date	Meals/Incidentals Allowance	Eligible Hotel Rate
Totals:		
	Plus Airfare:	
	Total Eligible Expense:	
	Reimbursement Requested (50%):	

Required Documents Checklist:

- Proof of Activity (booth photo(s), exhibitor listing)
- Trip Report + Contacts Made at the Show (photocopy of business cards acceptable)
- Notification Message to FAS Post (emailed or faxed copy)

Airfare:

- Itinerary (document dates and trip)
- Invoice (document airfare)
- Passenger Receipt (document from airline, shows ticket number & class of travel)
- Boarding Passes
- Proof of Payment (credit card statement)

Hotel:

- Itemized Bill from Hotel (showing guest name, check in/out dates, nightly room rate, taxes)
- Online/Travel Agent Hotel Booking Confirmation (if applicable)
- Proof of Payment (credit card statement)